



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 4, 2012

IOWA BULLETIN NO. IA230-13-1

SUBJECT: EOP – SPECIAL EMPHASIS PROGRAM MANAGER OPPORTUNITY

ACTION REQUIRED BY: NOVEMBER 2, 2012

PURPOSE. To solicit applications for the Iowa State Black Emphasis Program Manager.

EXPIRATION DATE. September 30, 2014

The Iowa Special Emphasis Program Manager (SEPM) positions play an integral part in the overall Equal Opportunity Program and serve as advisors to the Iowa NRCS Civil Rights Advisory Committee (CRAC). The SEPM is a three-year appointment that will begin immediately after selection. SEPM duties are collateral to your regular job. All permanent NRCS employees are eligible to apply, regardless of grade level. Supervisors must concur with nominations and agree to support the employee by granting up to twenty percent of their time for SEPM travel and work activities.

All NRCS employees with an interest are encouraged to apply. **SEPMs are NOT limited to those culturally linked to a specific group.** If you are someone who desires to develop skills and experience managing a state level program; to interact with management at the state and national levels; to create networking opportunities with state and national leadership; and to increase your knowledge of programs and exposure to issues from the national perspective; becoming a SEPM can provide all of these opportunities.

To apply for this opportunity, complete the application form attached to this bulletin, obtain concurrence from your first and second level supervisors, and send it to the State Office, attention Tricia Mootz, Human Resources Specialist. The deadline for receipt of all applications is close of business on November 2, 2012.

Any questions regarding SEPMs can be directed to Tricia Mootz, Human Resources Specialist, at 515-284-4587 or tricia.mootz@ia.usda.gov.

A handwritten signature in black ink, appearing to read "Jon Hubbert".

Jon Hubbert
Acting State Conservationist

Attachments

E

Helping People Help the Land

An Equal Opportunity Provider and Employer

Reasons you would want to be a Special Emphasis Program Manager

Quotes from current and past SEPMs:

As a SEPM you can make a difference, meet new people and get outside of your own box. It is a great experience!

I enjoy doing work outside the typical NRCS work day. (Non technical work.)

As an SEPM, I am more in touch with the recruitment strategy and hiring activities of NRCS in Iowa. I visit high schools and colleges to recruit potential NRCS employees, helping shape our future workforce.

Being an SEPM is an opportunity that presents both rewards and challenges, as well as, provides experiences about cultures and history. I would encourage anyone who enjoys learning, recruiting and promoting diversity throughout NRCS to become an SEPM.

I enjoy promoting our agency at career days and recruiting events.

I hope to gain more of an understanding of the GLBT community and to share that with all NRCS employees so that we can close the gap of prejudice.

I had the chance to converse and work with NRCS employees across the nation, and then was able to travel to a national conference and meet them face to face – so much information to collect and fun activities to do! Being a part of this crowd, locally and nationally, not only expanded my knowledge of other cultures and customs, but my own personal growth in sharing ideas and self-expression. I can't encourage you enough to take the leap to do this – you'll never regret it!

I have a passion now for educating others about working and interacting with individuals with a disability.

I enjoyed having a program that I was fully responsible for and seeing positive results from my actions.

Because I had a direct connection with the State Conservationist I felt I had an impact on the leadership in Iowa.

Make a difference—apply to be a SEPM today.

An Equal Opportunity Provider and Employer

COLLATERAL DUTY STATE SPECIAL EMPHASIS PROGRAM MANAGER

Employees seeking to expand their knowledge and acquire new skills on civil rights are encouraged to apply. The position provides leadership and direction for all activities related to the particular special emphasis program in Iowa. The successful applicant should expect to devote twenty percent of his/her time to the position.

Preferably the applicant should have:

- The ability to function independently and effectively under pressure;
- A commitment to Equal Employment Opportunity and Special Emphasis Programs; and
- Knowledge of NRCS General Manual 230, Part 401-405.

Duties include:

- Advises management on employment and program delivery matters as related the particular special emphasis program;
- Advises management on the unique concerns, problems, and barriers to all equal opportunity issues, and recommends actions to be taken;
- Maintains regular communication with the National Special Emphasis Program Manager by providing information on issues related to the program in Iowa;
- Serves as communication link between employees and the national program, keeping employees aware of activities through memoranda, bulletins, newsletters, and other appropriate means;
- Participates in conducting civil rights compliance reviews to help identify any form of discrimination in employment and program delivery activities;
- Prepares or participates in the development and monitoring of civil rights plans and reports such as the Special Emphasis Business Plan, Affirmative Employment Plan (AEP), MD-715, and other related documents by analyzing and evaluating statistical reports of the workforce areas, such as awards, workforce distribution, training, attrition, and under representation, to identify barriers to the recruitment, employment, and advancement. Recommend corrective action if needed;
- Conducts training and provides training resources for equal employment workshops, seminars, and meetings;
- Serves as local representative at national, regional, and state meetings;
- Coordinate and participates in various outreach and recruitment activities; and
- Performs other duties related to the special emphasis program as appropriate.

Benefits of becoming a Special Emphasis Program Manager (SEPM) include:

- Developing skills and experience managing a state level program;
- Interaction with management at the state and national levels;
- Networking opportunities with state and national leadership;
- Knowledge of programs and exposure to issues from the national perspective;
- Training opportunities at the national level.

For questions about the duties and program activities, please contact Tricia Mootz, Human Resources Specialist, at (515) 284-4587 or tricia.mootz@ia.usda.gov.

Anyone interested in the Collateral Duty Special Emphasis Program Manager should complete and submit the attached application form. Applications should include the applicant's first and second line supervisors' approval. Applications may be submitted to Ms. Mootz, by fax at (515) 284-5196 or by mailing to: NRCS, Attn: Tricia Mootz, 210 Walnut Street, Room 693 Des Moines IA 50309.

COLLATERAL DUTY STATE SPECIAL EMPHASIS PROGRAM MANAGER APPLICATION

Name: _____ Grade/Series: _____

Title: _____

Work Address: _____

Work Phone: _____

Work Fax: _____

Email: _____

Please use separate sheet if necessary.

Work experience (brief description): Include any accomplishments in the Special Emphasis and Civil Rights area.

Comments: Include your interest in applying for this position.

Statement of concurrence from your supervisor.

Employee's Signature

First Level Supervisor

Second Level Supervisor

Date

Date

Date